

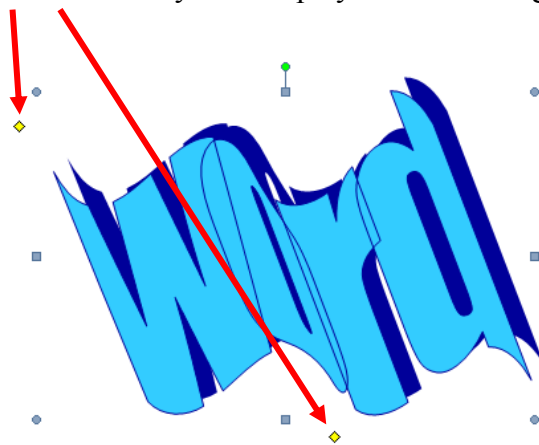
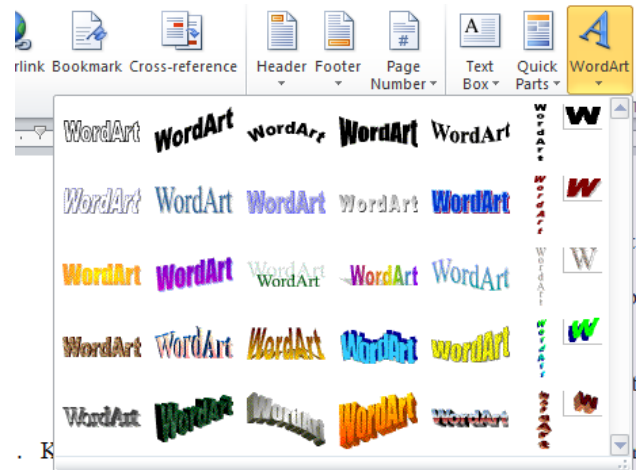
Poem

1. Start Word. Create a new Word document.
2. Type in your heading lines or use the macro.
3. Save the assignment in your computer folder. Call it (*Your Last Name Poem*).
4. You will have three class periods to type a poem and enhance words of your choice using Word Art.

Your job as an artist is to make selected words in the poem look like the word. For example, if you have the word tree in your poem, make it look like a tree (tall, slender, green and brown, etc.).

- Find a poem that you like.
 - You can find a poem on the internet.
 - You can get a poem from your Reading book.
 - You can use a poem from a book of poems in the library.
 - You can use a poem that you wrote yourself.
 - You can use song lyrics as long as they are appropriate for school.
 - The poem should be 12-16 lines long.
 - Be sure you also have the title of the poem and the author.
5. Keep your font and size set to Times New Roman, 12 point. You can change these later on.
 6. Begin by typing in the name of the poem. Press Enter.
 7. Type in the author's name. Press Enter.
 8. Press Enter again to leave a blank line.
 9. Type in the lines of the poem.
 - a. Keep all lines left aligned.
 - b. If the line gets to be too long, you can split it into two lines.
 - c. You don't have to type your entire poem if it is longer than 16 lines. You can just type in the part that you like best.
 10. Now, block out the title of your poem and cut the words.
 11. Insert a WordArt of your choice (Insert—Word Art).

12. Click on any WordArt style (remember, this is just your starting point. You can make any font, color, shape, effect changes that you want to later.)
13. Paste the title into the WordArt text box. Click OK.
14. Be sure to Text Wrap the WordArt shape (In Front of Text will let you move the shape wherever you want).
15. Once you Text Wrap, many shapes will have yellow diamonds that you can “play with” to change the shape.



16. Slide the title of the poem where you want it on the page.

17. Repeat these steps with the author’s name.

18. Now, continue to cut and paste words from your poem into WordArt.
 - a. You will need to change a minimum of three words in each line of your poem.
 - i. If you have a 16 line poem, you will need to change a total of 48 words (3 words per line and 16 lines).
 - b. Each line of your poem needs to have WordArt with:
 - i. Three different fonts
 - ii. Three different WordArt shapes
 - iii. Three different colors
 - iv. Three different font sizes
 - v. Three different font styles (glow, reflect, shadow, etc.)
 - c. SAVE YOUR WORK OFTEN.
19. When you feel your poem is complete, re-check all requirements, Save, exit Word, and drag your poem into the correct drop box. Be sure the document name includes your last name